

# Training and CSD Seminars





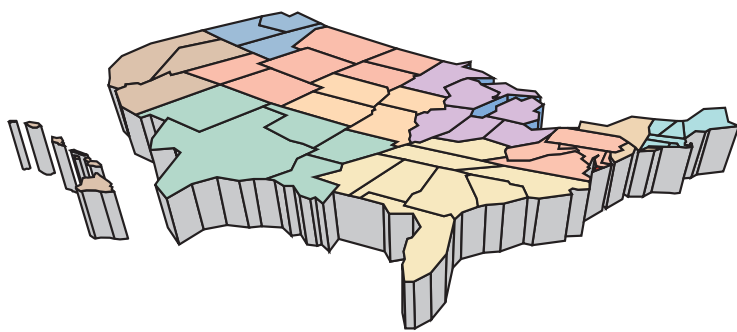
## GSA TRAINING SEMINARS

Customer Service Directors in the following regions will conduct FSS Information Seminars for local customers. While our target audience is new employees in supply and procurement/contracting, updated material will be presented that may be of use to experienced personnel. The following are tentative dates and locations. Exact dates and locations will be announced in regional mailings. Seminars are free, however, lodging and transportation, if required, are the responsibility of the attending agency.

### WELCOME TO THE 'NEW LOOK' OF OUR FSS SEMINARS SECTION

The following color-coded map and corresponding color key provides you with GSA's regional customer territories and their customer services directors.

It's easy to use! Just find your state on the map and use the color key to identify which region is responsible for that location. Then page through the following color coded listing to determine which customer service director can assist you with a FREE FSS Information Seminar in your area.



#### Color Key

- New England:** Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
- Northeast & Caribbean:** New Jersey, New York, Puerto Rico and Virgin Islands
- Mid-Atlantic:** Delaware, Maryland, Pennsylvania, Virginia, Washington, DC and West Virginia
- Southeast Sunbelt:** Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee

- Great Lakes:** Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin
- Heartland:** Iowa, Nebraska, Kansas and Missouri
- Greater Southwest:** Arkansas, Louisiana, New Mexico, Oklahoma and Texas
- Rocky Mountain:** Colorado, Montana, North Dakota, South Dakota, Utah and Wyoming
- Pacific Rim:** California, Arizona, Nevada, Hawaii, and the Far East
- Northwest Arctic:** Washington, Oregon, Idaho and Alaska

| <u>Location</u>    | <u>Date</u> | <u>Contact</u> | <u>Phone</u>   | <u>Email</u>           |
|--------------------|-------------|----------------|----------------|------------------------|
| <b>New England</b> |             |                |                |                        |
| Manchester, NH     | September 2 | Pam Lapointe   | (617) 565-7302 | pam.lapointe@gsa.gov   |
| Portsmouth, NH     | September   | Pam Lapointe   | (617) 565-7302 | pam.lapointe@gsa.gov   |
| Newport, RI        | September   | Robert Cobbett | (617) 565-7303 | robert.cobbett@gsa.gov |

|                                  |          |                   |                |                           |
|----------------------------------|----------|-------------------|----------------|---------------------------|
| <b>Northeast &amp; Caribbean</b> |          |                   |                |                           |
| Buffalo, NY                      | October  | Christine Lincoln | (212) 264-3592 | christine.lincoln@gsa.gov |
| Syracuse, NY                     | October  | Christine Lincoln | (212) 264-3592 | christine.lincoln@gsa.gov |
| New York, NY                     | November | Christine Lincoln | (212) 264-3592 | christine.lincoln@gsa.gov |

**\*GSA Advantage! Training**

Would you like a special seminar for a group of 20 or more on a specific subject at your location? Call Judy Poskanzer at (212) 264-0305

## GSA TRAINING SEMINARS

**Mid-Atlantic**

|                  |              |                       |                |                           |
|------------------|--------------|-----------------------|----------------|---------------------------|
| Philadelphia, PA | September 14 | Peter Carovillano     | (215) 656-3868 | peter.carovillano@gsa.gov |
| Washington, DC   | September    | Johnetta Edwards Ford | (703) 305-6288 | johnetta.edwards@gsa.gov  |
| Roanoke, VA      | September    | John Engle            | (757) 441-3115 | john.eagle@gsa.gov        |
| Hampton, VA      | November     | John Engle            | (757) 441-3115 | john.engle@gsa.gov        |

Would you like a special seminar for a group of 20 or more on a specific subject at your location?  
Call Katie Meehan (215) 656-5541.

**Southeast Sunbelt**

|                |              |                   |                |                        |
|----------------|--------------|-------------------|----------------|------------------------|
| Montgomery, AL | September 7  | Ms. Adrian Finney | (404) 331-3026 | AdrianR.Finney@gsa.gov |
| Memphis, TN    | September 14 | Ms. Adrian Finney | (404) 331-3026 | AdrianR.Finney@gsa.gov |

**Great Lakes**

|                                  |           |               |                |                       |
|----------------------------------|-----------|---------------|----------------|-----------------------|
| Great Lakes, IL                  | September | Elbert Bryant | (847) 360-1889 | elbert.bryant@gsa.gov |
| St. Paul, MN                     | September | John Barnicle | (651) 681-1625 | john.barnicle@gsa.gov |
| Minneapolis, MN                  | September | John Barnicle | (651) 681-1625 | john.barnicle@gsa.gov |
| Chicago, IL                      | September | Ed Stanek     | (312) 886-8941 | ed.stanek@gsa.gov     |
| DFAS                             | September | Gary Dugan    | (317) 377-7016 | gary.dugan@gsa.gov    |
| Minton-Capehart<br>Federal Bldg. | September | Gary Dugan    | (317) 377-7016 | gary.dugan@gsa.gov    |
| Decatur, IL                      | September | George Deszcz | (630) 369-3368 | george.deszcz@gsa.gov |

**Heartland**

|                 |           |              |                |                      |
|-----------------|-----------|--------------|----------------|----------------------|
| St. Louis, MO   | September | Jean Herrick | (816) 926-1240 | jean.herrick@gsa.gov |
| Kansas City, MO | November  | Jean Herrick | (816) 926-1240 | jean.herrick@gsa.gov |
| Lincoln, NE     | November  | Jean Herrick | (816) 926-1240 | jean.herrick@gsa.gov |
| Topeka, KS      | November  | Jean Herrick | (816) 926-1240 | jean.herrick@gsa.gov |
| Wichita, KS     | December  | Jean Herrick | (816) 926-1240 | jean.herrick@gsa.gov |

**Greater Southwest**

|                    |               |               |                |                       |
|--------------------|---------------|---------------|----------------|-----------------------|
| Little Rock, AR    | October       | Betty Russell | (817) 978-2892 | betty.russell@gsa.gov |
| Albuquerque, NM    | October       | Betty Russell | (817) 978-2892 | betty.russell@gsa.gov |
| El Paso, TX        | November      | Betty Russell | (817) 978-2892 | betty.russell@gsa.gov |
| Houston, TX        | January 2001  | Betty Russell | (817) 978-2892 | betty.russell@gsa.gov |
| San Antonio, TX    | February 2001 | Betty Russell | (817) 978-2892 | betty.russell@gsa.gov |
| Corpus Christi, TX | March 2001    | Betty Russell | (817) 978-2892 | betty.russell@gsa.gov |

**Rocky Mountain**

|                      |              |                |                |                        |
|----------------------|--------------|----------------|----------------|------------------------|
| Salt Lake City, UT   | September 20 | Renata Drake   | (303) 236-7546 | renata.drake@gsa.gov   |
| Colorado Springs, CO | September 20 | Richard Powell | (303) 236-7427 | richard.powell@gsa.gov |
| Colorado Springs, CO | September 27 | Richard Powell | (303) 236-7427 | richard.powell@gsa.gov |

## GSA TRAINING SEMINARS

| <u>Location</u>            | <u>Date</u> | <u>Contact</u>  | <u>Phone</u>   | <u>Email</u>                  |
|----------------------------|-------------|-----------------|----------------|-------------------------------|
| <b>Pacific Rim</b>         |             |                 |                |                               |
| Northern California/Nevada |             | David Lampert   | (415) 522-2784 | david.lampert@gsa.gov         |
| Sacramento                 |             | Liz Belenis     | (916) 978-5529 | elizabeth.belenis@gsa.gov     |
| Southern California/Nevada |             | Dilys Sunabe    | (323) 526-7500 | dilys.sunabe@gsa.gov          |
| Los Angeles                | October 18  | Mike Blumenfeld | (213) 894-5372 | michael.blumenfeld@gsa.gov    |
| San Diego                  |             | Mark Carico     | (619) 235-4706 | mark.carico@gsa.gov           |
| Hawaii                     |             | Melinda Eyre    | (808) 541-1776 | melinda.eyre@gsa.gov          |
| Japan                      |             | Ken Swensen     | DSN 225-9252   | kenneth.swensen@yokota.af.mil |
| Okinawa                    |             | Ralph Cervantes | DSN 634-3641   | ralph.cervantes@kadena.af.mil |
| Korea                      |             | Ron Walker      | DSN 768-8867   | walkerre@usfk.korea.army.mil  |

Would you like a special seminar for a group of 20 or more on a specific subject or at your location?  
Call or e-mail your local contact listed above.

**Northwest Arctic**

|                     |           |               |                |                       |
|---------------------|-----------|---------------|----------------|-----------------------|
| Oak Harbor, WA      | September | Betty Mills   | (253) 931-7917 | betty.mills@gsa.gov   |
| Yakima, WA          | September | Betty Mills   | (253) 931-7917 | betty.mills@gsa.gov   |
| Klamath Falls, OR   | September | Jan Hayden    | (253) 931-7061 | janet.hayden@gsa.gov  |
| Bend, OR            | September | Jan Hayden    | (253) 931-7061 | janet.hayden@gsa.gov  |
| Idaho Falls, ID     | October   | Daryl Jocoy   | (253) 931-7601 | daryl.jocoy@gsa.gov   |
| Spokane, Washington | October   | Tara Nordness | (253) 931-7119 | tara.nordness@gsa.gov |

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U.S. General Services Administration



## TRAVEL TRAINING BRANCH

Fly into the Millennium with travel training. The Travel and Transportation Reform Act of 1998 (Pub. L. 105-264, October 19, 1998) has brought a lot of changes to the Federal Travel Regulation. You'll want to enroll in our travel courses now and learn from the PROS.

You could say we've taken the hassle out of making travel plans with the "Plain Language" spoken here format; it eliminates the jargon, confusion and frustration. Our new question and answer format makes it easier than ever to get information you need quickly.

Other exciting changes include:

- Issuance of electronic voucher
- Mandatory use of travel credit card
- Employee reimbursement within 30 days, otherwise interest will be paid to employee

With all these new regulations, you'll want to enroll early to ensure your place in our class. You can easily register by sending your training form or other document to:

Registration  
Travel Training Branch  
Suite 8214  
490 L'Enfant Plaza, SW  
Washington, DC 20407

You may fax your form to (202) 619-8914.

For course scheduling questions, please call (202) 619-8907. Visit our website at:

[www.midatlantic.gsa.gov/fss/travel/training.htm](http://www.midatlantic.gsa.gov/fss/travel/training.htm)

We look forward to seeing you in the Millennium!!!!

## APPROVING OFFICIALS RESPONSIBILITIES

The Joint Financial Management Improvement Program (JFMIP) Travel Reinvention Task Force recommended that agencies shift responsibility for travel voucher review from the voucher examiner to the travel authorizing/approving official or his/her designee.

Voucher examiners historically have been responsible for ensuring that vouchers are properly prepared according to pertinent regulations and agency procedures before being certified for payment. Such individuals should be closer to the employee in both proximity and in knowledge of the employee's need to perform official travel, and therefore better able to determine if the claimed expenses are reasonable and were necessary.

GSA, FSS, Region 3 has developed a new 3.5 hour briefing on travel authorizing and vouchers.

Course content:

- Travel Authorizations
- Prompt payment of vouchers (effective Jan 1, 2000)
- Contract City-Pairs
- Agency Responsibility
  - Types of expenses covered by per diem
  - Travel of 24 hours or less
  - Cancelled TDY
  - Deviations for personal travel
- Requirements for voucher submission
  - Actual expense
  - Miscellaneous expenses
  - Use of POVs
  - Transportation allowable
  - Receipt requirements

For more information, please contact

Nancy Murphy, Program Expert  
Transportation Management Branch  
Phone: (202) 619-8907  
E-Mail: [travel.training@gsa.gov](mailto:travel.training@gsa.gov)



## RELOCATION ALLOWANCES: FTR AND JTR, VOL. II COURSE NUMBER: 1745

This course explains in "Plain Language" allowances provided to eligible civilian employees making a permanent change of duty station.

- Temporary quarters allowances
- Property management expense reimbursement
- Home marketing incentive payments
- Contracting for residence-related relocation services
- Guaranteed home sales programs
- House hunting trip reimbursement
- Shipment of privately-owned vehicles within CONUS or overseas
- Service agreements for relocations
- Shipment of household goods
- Tour-renewal travel agreements
- Miscellaneous expenses
- Mobile homes
- Relocation to isolated areas
- Last home move
- Plus, travel authorizations, advances, and vouchers, including supervisor/authorizing official responsibility

Fast changing updates and streamlining of Federal travel allowances make annual or even twice yearly training strongly advisable.

**Intended for:** Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

**Prerequisites:** None.

**Cost:** \$570

**Length:** 3 days.

**Schedule:**

Washington, DC    1745-33    Sep 12-14, 2000

## RELOCATION INCOME TAX ALLOWANCES COURSE NUMBER: 1750

Updated to the new "Plain Language" format, this course looks at the treatment of reimbursed moving expenses by Federal tax regulations. Students learn to distinguish between Federal tax regulations and the FTR in reaching correct decisions concerning the Relocation Income Tax (RIT) Allowances and their impact on personnel assigned to new duty stations.

Frequent changes in tax laws and regulations make annual training advisable for those who must know how to identify and calculate allowable moving expenses and taxable income. Instructional methods include lectures and discussions. Students should bring hand calculators to class.

**Intended for:** Travel specialists, certifying officers, personnel specialists, administrative officers, and others who prepare agency travel regulations.

**Prerequisite:** Relocation Allowances: 1745.

For more information, please contact  
Nancy Murphy, Program Expert  
Transportation Management Branch  
Phone: (202) 619-8907  
E-Mail: [travel.training@gsa.gov](mailto:travel.training@gsa.gov)



## TEMPORARY DUTY TRAVEL - FEDERAL TRAVEL REGULATION (FTR) COURSE NUMBER 1760

This course teaches students in "Plain Language" to understand temporary duty travel allowances and responsibilities concerning:

- Travel authorizations
- Contract air fares
- Travel management centers
- The government charge card program
- Rental cars
- Per Diem allowances
- Supervisory oversight of travel authorizations/vouchers
- Fire safe accommodations
- Voucher preparation upon completion of travel

Fast changing updates and streamlining of Federal travel allowances make annual or even twice yearly training strongly advisable.

**Intended for:** Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

**Prerequisites:** None.

**Costs:** \$495

**Length:** 3 days.

**Schedule:**

Washington, DC      1760-30      Sep 19-21, 2000

## SHIPPING HOUSEHOLD GOODS COURSE NUMBER 1755

This course examines regulations on household goods and transportation. Students review entitlement and transportation regulations, practice preparing and making shipments, and work with loss and damage claims.

Students also learn to select a carrier, book a shipment, and issue a Government Bill of Lading (GBL). Other areas of study include counseling employees on their entitlements, moving industry practices, and shipment handling; determining the market or replacement value of household goods; assisting employees in preparing damage/loss claims; and analyzing a carrier claim settlement. Instructional methods include lectures and exercises.

**Intended for:** Administrative and supply officers, transportation officers, and GBL issuing officers.

**Prerequisites:** None.

For more information, please contact

Nancy Murphy, Program Expert

Transportation Management Branch

Phone: (202) 619-8907

E-Mail: [travel.training@gsa.gov](mailto:travel.training@gsa.gov)

### N E W S F L A S H

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## TEMPORARY DUTY TRAVEL: JFTR-VOL. I UNIFORMED SERVICES COURSE NUMBER 1765

This course teaches students to understand temporary duty travel allowances and responsibilities for those who are uniform members of the Department of Defense.

Topics covered are:

- Travel authorizations
- Travel management centers
- The government charge card program
- Rental cars
- Per Diem allowances
- Supervisory oversight of travel authorizations/vouchers
- Fire safe accommodations
- Voucher preparation upon completion of travel

Fast changing updates and streamlining of travel allowances make annual or even twice yearly training strongly advisable.

**Intended for:** Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

**Prerequisites:** None.

For more information, please contact  
Nancy Murphy, Program Expert  
Transportation Management Branch  
Phone: (202) 619-8907  
E-Mail: [travel.training@gsa.gov](mailto:travel.training@gsa.gov)



## TRAVEL MANAGER WINDOWS: VERSION 5/VERSION 7 COURSE NUMBER 1769

This course teaches students to use computer software to automatically calculate travel costs and allowances and produce a correct agency travel form. Software includes the following:

- Contract airfares worldwide
- Per Diem rates worldwide
- Rental cars
- Firesafe hotels
- Maps of locations
- Tax exempt forms for certain cities
- Accounting classification
- Object class codes
- Mileage rates
- Federal Travel Regulations on-line

Students learn how the system applies correct travel regulations and per diem rates according to Federal Travel Regulations.

**Intended for:** Travel managers and staff persons, who process travel documents, budget officials and travelers.

**\*\*This course is offered as an on-site special only.**

For more information, please call Ms. Nancy Murphy on (202) 619-8907 or E-mail [travel.training@gsa.gov](mailto:travel.training@gsa.gov)





## TEMPORARY DUTY TRAVEL: DEPARTMENT OF DEFENSE JTR, VOL. II COURSE NUMBER 1770

This course teaches students how to understand temporary duty travel allowances and responsibilities in accordance with the Joint Travel Regulations – Vol. II for civilian employees with the Department of Defense. Topics covered are:

- Travel authorizations
- Contract air fares
- Travel management centers
- The government charge card program
- Rental cars
- Per Diem allowances
- Supervisory oversight of travel authorizations/vouchers
- Fire safe accommodations
- Voucher preparation upon completion of travel

Fast changing updates and streamlining of travel regulations make annual or even twice yearly training strongly advisable.

**Intended for:** Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

**Prerequisites:** None.

For more information, please contact  
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Transportation Management Branch  
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## ATTEND A FREE GSA WORKSHOP!

**A**ttend a free GSA workshop for Federal Government employees who arrange travel, ship freight or household goods, issue Government Bills of Lading or Government Transportation Requests, and process or pay transportation bills.

The Federal Supply Service's Office of Transportation and Property Management offers you the latest information on transportation audit policies and procedures and traffic and travel management programs. Learn about the: **Transportation and Travel Reform Act of 1998, Federal Travel Regulation** (Travel and Relocation), **Transportation and Travel Policy** Initiatives, Prepayment and Postpayment **Audit** of Transportation Bills, Submission of Paid Transportation Bills for Audit, Airline **City-Pair** Contracts, GSA **SmartPay** (Charge Card and ATM Services), Procedures for Handling **Unused Airline Tickets**, GSA Nationwide **Travel Management Center** Services, Government **Car Rental** Program, **Express Small Package** Contract Services, Shipping **Household Goods, Freight** Rates and Routing, **GBL** Preparation....and more! **Workshops are provided at no cost to Federal agencies!!**

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For more information, please contact  
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Transportation Management Branch  
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**DSN Fax: 312-991-2697**



Name

Title

Agency

Division or Department

Mailing Address

City

State

Zip

Country

Phone

Fax

Email





# Competencies for the Acquisition Professional of the Future

**T**he Federal Acquisition Institute (FAI) is teaming up with the Procurement Executive Council (PEC) to develop competencies for the acquisition professional of the future. With the current credit card purchases, simplified acquisitions and future e-commerce solutions eliminating many routine contracting tasks, the acquisition professional will be expected to take on more complex tasks as a business manager and provide the services of a business advisor. While the definition of what it means to be a business manager is not complete, it is clear that a change in the role of the procurement professional is on the way.

FAI and the PEC recognized that these changing roles would require an expanded set of knowledge, skills, and abilities, as well as development of other capabilities. First, the PEC Subcommittee on the Acquisition Workforce acknowledged that the foundation of the procurement competencies is the *Contract Specialist Workbook (CSW)* which FAI developed several years ago and continues to maintain. The CSW is the document that identifies the technical, procurement duties and tasks that a procurement professional must know how to perform. Building upon the technical procurement duties and tasks in the CSW, the PEC searched the literature and polled stakeholders about other, general competencies that someone must possess in

order to be successful in the Federal acquisition business. In addition, FAI tested the general competencies developed by the Office of Personnel Management for the 1102, Contract Specialist occupational series, using a Critical Incident Analysis. Federal contract specialists have written about hundreds of acquisition incidents and the skills used to achieve a successful outcome of those incidents. Conversely, the contract specialists have also described incidents that did not have the desired outcome and analyzed what factors contributed to the unsuccessful outcomes. This analysis linked the general competencies to actual job tasks and verified the competencies that are needed by acquisition professionals. Linking all this competency work together will give FAI and the PEC a clear picture of the skills the workforce has to date and the skills that one must possess to be successful as a business manager in the future.

FAI and the PEC also sponsored an Environmental Scan which consisted of three meetings of procurement executives and their counterparts in the private sector, consultants, experts in human resources, technology gurus, and professors that do research in acquisition, supply chain management and related subjects. These meetings scoped out the future acquisition environment with regard to technological advances,

innovations in acquisition, changes in the political and regulatory environment, trends in the demographics of the workforce, and organizational change. The projections by these experts will help FAI and the PEC understand what potential changes the future holds regarding the changing business environment.

The PEC and other stakeholders will review these projections about possible future acquisition environments in order to determine current general and technical competencies this fall. If all agree, the PEC will adopt these competencies as the official set of skills acquisition professionals must possess in order to become the Federal business managers. The acquisition community will then be able to use these competencies in a variety of ways such as the basis for articulating the type of work that the acquisition community performs. The competencies will assist in recruiting new hires, in developing selection instruments, in suggesting course content to business schools and universities, in communicating requirements to potential applicants, as well as an array of other human resource functions.

For more information on competencies for the acquisition professional of the future, please contact Marilyn Geldzahler at (202) 208-1314 or via email at [marilyn.geldzahler@gsa.gov](mailto:marilyn.geldzahler@gsa.gov).